

DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23288-0300. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

Vocational Rehabilitation Program, including Supported Employment Guidance Documents:

State Plan for the State Vocational Rehabilitation Services Program, updated July 1, 2002, Elizabeth Smith. Also available on DRS Web site.

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised 11/99, Aileen Colorado. Also available on DRS Web site.

Virginia Guide to Supported Employment and Job Coach Training Services manual, revised January 2002, Scott Fraley. Available on DRS Web site.

Long Term Employment Support Services Guide, revised July 2000, Jack Hayek or Judy Hill.

Virginia DRS Fair Hearing Officer Manual, revised June 1999, Mary Lutkenhaus. Also available on DRS Web site.

New Counselor Skills Supervisor's Checklist, revised 2001, Brenda Adkins or Susan Burns.

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten.

Self Employment Enterprise Handbook, issued 1999, Ben Blumenthal. Also available on DRS Web site.

The following vocational rehabilitation program guidance documents are updated monthly:

Field Rehabilitation Services Policy and Procedures Manual, first 10 pages front and back are free and \$0.15 each additional page (number of pages varies by policy), Liz Smith or Rhonda Earman. Also available on DRS Web site.

Training and Facilities Manual, Erica Lovelace for colleges, Carrie Worrell for ESOs, Kenna Bayer for all other.

Services Reference Manual, Robert Johnson or Carrie Worrell.

Independent Living Services Program Guidance Documents, Theresa Preda:

State Plan for Independent Living, effective October 1, 2001 through September 30, 2004.

Virginia DRS Centers for Independent Living Title VII, Part B Procedures Manual, revised November 2000 (currently under revision).

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised January 2000.

DRS/CIL Fiscal Manual, revised September 1997 (currently under revision).

State Personal Assistance Services Program Guidance Documents, Susan Payne or Teresa Wingold (also available on DRS Web site):

Personal Assistant Services Policy Manual, revised February 1999.

Personal Assistance Services brochure, issued March 2000.

Personal Assistance Services fact sheet, issued March 2000.

Consumer and Personal Assistant Handbook, issued October 2001.

Brain Injury Direct Services (BIDS) Fund Guidance Documents, Patricia Goodall:

BIDS Fund Eligibility Criteria, revised November 2002.

Consumer Service Fund Guidelines and Application, revised February 2002, Mike Scione.

Disability Services Boards Member Handbook, issued October 2001, LaDonna Rogers.

Rehabilitation Services Incentive Fund Guidelines and Application, revised September 2001, LaDonna Rogers.

Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, Virginia 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.

Medical Services Guidance Documents, Paige Moore:

Admissions Criteria for Short Term Rehabilitation Unit, revised November 2001.

Career and Life Services Guidance Documents, Kathy Trossi:

PERT Manual, revised October 1, 1999.

Student Life Guidance Documents, Bob Edmiston:

Student Handbook, revised January 2002.

Other WWRC Guidance Documents:

WWRC Services listing/fee schedule, WWRC Fiscal Manager.

WWRC Guide to Programs and Services, revised 2001, Kathy Trossi.

WWRC Brochure, revised 2000, Wendell Coleman.

WWRC Policies and Procedures Manual, revised monthly as needed, Wayne Heatwole.

Unified Case Management Operations Manual, revised July 1999, Tom Blosser.